

TEXAS HISTORICAL COMMISSION

real places telling real stories

Payment Terms _____ Initial to accept terms

- A deposit of 30% percent must be made to reserve the date of the event.
- The remaining amount due must be paid at least one week prior to the event. Payments can be made with cash, personal check, VISA, Discover, or MasterCard in person or over the phone.
- Payment plans can be scheduled.

Decoration Terms _____ Initial to accept terms

- No materials (i.e. ribbons, streamers, flowers. Or flower holders, etc.) can be attached to any site structures, artifact, or plant. Free-standing decorations, such as arches, are permitted.
- Bubbles, natural plant petals, and sparklers may be used in designated area. The following are not permitted: rice, confetti, birdseed, or faux flower petals.
- The use of tents and dance floors (in designated areas only) is allowed, but new construction is prohibited. No spikes over one inch in diameter may be used, and spikes may not be driven more than six inches into the ground.
- The site is to be used "as is" in its present condition. Any damage such as a broken glass, damaged foliage, etc. will cause an additional fee to be assessed. The site manager will determine the additional fees.

General Usage Terms _____ Initial to accept terms

- All activities must be coordinated with the site staff prior to the event.
- All THC rules and policies must be followed during the event.
- Do not walk through flower beds or otherwise disturb any landscaped areas.
- The use of pesticides by visitors while on site is strictly prohibited by state and federal law.
- Guests, excluding those staying in the Ranger's Cottage, must be off site by the event end time stipulated in the agreement (this includes wedding party, parents, guests, and vendors) or an additional charge will be assessed.
- It is the responsibility of the client to collect and dispose of all trash at the end of the event.
- Any vendors contracted by the undersigned must be pre-approved by site management prior to the event. The vendor contact information should be submitted to the site no later than two weeks prior to the event.
- Any situation not covered by these guidelines must be immediately brought to the attention of the site manager or designated authority. Omission of a guideline does not indicate or allow permission of same.
- A Waiver of Liability must be signed prior to the event.

Alcohol Usage Terms _____ Initial to accept terms

- Permission to serve alcohol during the event must be requested at the time of the booking.
- Two law enforcement officers are required for events serving alcoholic beverages at the expense of the client.
- By state law, officers must be present before the alcohol is opened or kegs are tapped on the site.

Liability Insurance Policy Usage Terms _____ Initial to accept terms

- An insurance policy worth \$1,000,000 must be purchased by the client for the time period on site.
- Please bring a copy of the policy to the site at least two weeks prior to the event.



GREG ABBOTT, GOVERNOR • JOHN L. NAU, III, CHAIR • MARK WOLFE, EXECUTIVE DIRECTOR

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